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14 December 1954

MEMORANDUM FOR: Assistant Director for Personnel

SUBJECT: Passenger Movement Statistics - CPB

REFERENCE: Memorandum for ExO/OP from AD/P, 10 December 1954,
Same Subject

1. Pursuant to referenced memorandum I arranged a conference this afternoon attended by the following:

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[redacted] Chief, Transportation Division, LO
[redacted] Chief, Passenger Movement Branch,
[redacted] e of the Comptroller
[redacted]
Office of Personnel

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2. I opened the conference by asking Mr. [redacted] to state the problem as he saw it and so that we all might understand his need for the requested statistics to tell us the use to which he intended to put them. Mr. [redacted] referred to [redacted] which recites the responsibility of the Chief of Logistics for travel matters generally and then stated that in discharging the responsibilities of the Chief of Logistics he felt that the Logistics Office was under an obligation to make a fairly close review of the transportation operations of the Central Processing Branch to determine whether we are exercising good traffic management. The Logistics Office is particularly interested in whether or not the Central Processing Branch is making a proper and equitable division of traffic among carriers and whether we are making the most economical use of transportation. [redacted] added one other item that being that he is called on from time to time by Agency components for information in connection with the preparation of budgets for travel and traveling expenses.

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3. I made the point that there could be no question but that the Chief of Logistics has the responsibility for technical guidance and supervision of the transportation aspects of CPB and that the Assistant Director for Personnel was constantly looking to the Chief of Logistics for proper guidance and advice in this field. I determined from questions addressed to [redacted] that while the Chief of Logistics has responsibility for the Agency's travel that any information we could give him must, of necessity, be restricted to that over which we had cognizance. The point was made that the only sure check point on travel performed, carriers used, costs incurred, and the like is the travel voucher prepared at the completion of the travel which finds its way to either the Fiscal or Finance Divisions. I suggested that in discharging

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his total responsibility the Chief of Logistics might consider devising some means by which he could effect an Agency-wide monitoring of travel performed, perhaps through the use of machine tabulations of travel vouchers in the possession of the Comptroller.

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4. After some discussion Mr. [] agreed to Mr. [] proposal that if the Chief of the Passenger Movement Branch is furnished a carbon of all "Request for Transportation" Form 37-16, covering vouchered funds travel and a carbon of "Record of Transportation Furnished" Form 37-154, supplemented by notations of excess baggage authorized that the Chief of Logistics would have all the required information necessary for him to discharge his monitoring responsibility. We agreed that commencement of this procedure effective 1 January 1955 would meet all requirements.

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5. In view of the agreements reached and the complete satisfaction expressed by Mr. [] I believe that the matter may be considered closed.

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[]
Executive Officer
Office of Personnel

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